



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

SROG PROGRAM ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan and coordinate SROG (Sub-Regional Operating Group) representation at a program level; assure comprehensive representation of the City of Tempe's interests in the SROG partnership and to protect the City's investment in the 91st Avenue WWTP (wastewater treatment plant) and SROG facilities; provide technical and management level advice to the Water Utilities Department Manager, Deputy City Manager, City Manager and other executive staff on SROG issues including regulatory, financial, management, and policy issues; plan, develop, and coordinate solutions with other City staff and agencies; perform financial and statistical analysis and coordinate oversight of water/wastewater rate analysis.

Supervision Received and Exercised:

Receives general direction from the Water Utilities Department Manager with general policy direction from the City Manager or a Deputy City Manager.

May exercise functional and technical supervision over other professional and technical staff, and act as lead on SROG program or SROG issue related projects.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan, and implement SROG Program goals and objectives; recommend and administer policies and procedures.

CITY OF TEMPE

SROG Program Administrator (continued)

- Coordinate SROG Program activities with those of the Operations Division, other divisions and departments, and outside agencies and organizations. Attend and participate in professional groups and committees. Represent Tempe in study workshops and planning activities pursued by the SROG partnership.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Prepare, or assist in preparation of agenda items for the City Council or other committees, commissions and boards involved in SROG program or other water/wastewater financial planning issues.
- Represent the City of Tempe within the SROG partnership at all committee levels up to and including the SROG Advisory Committee, as required. This representation includes, but is not limited to, participation within the SROG Technical Advisory Committee, SROG Finance Committee, and the SROG Neighborhood Committee.
- Provide monthly updates and briefings on SROG issues for the City Manager and/or Deputy City Manager, and for the Water Utilities Department Manager; prepare City Manager for SROG Committee representation. Must be prepared to act as the City Manager's designee for SROG Committee representation, as required; coordinate SROG related legal issues with the City Attorney's office.
- Uphold and protect the integrity of the SROG Joint Executive Powers Agreement (JEPA), otherwise known as the Intergovernmental Agreement for the Construction, Operation and Maintenance of the Jointly Used Sewerage Treatment and Transportation Facilities contract, which governs the actions of the SROG partnership.
- Participate in SROG consultant evaluation and selection for capital improvement projects within the framework of SROG procurement policy.
- Prepare monthly flow report for SROG billing. Monitor flows and discharge strength at SROG wastewater metering stations that affect the City of Tempe. Develop wastewater billing for select industrial customers. Perform analysis and provide technical support as required to address billing inquiries, adjustments, and other customer service issues as they arise.
- Responsible for timely execution of all SROG administrative duties. Review for accuracy and process payments for SROG O&M billing and CIP Cash Flow payments, monitor and review for accuracy SROG reserve funds statements, rental charges paid and received, CIP Activity Statements, grant fund reimbursements, and CIP and O&M expenditure reconciliation.
- Develop flow forecasts, and participate in development of SROG O&M and CIP budgets; participate in City budget preparation and administration relative to SROG

CITY OF TEMPE

SROG Program Administrator (continued)

budget requirements; submit justification for budget requests; monitor and control expenditures.

- Conduct water and wastewater rate analysis and rate studies; develop revenue forecasts, market analysis, and customer impact analysis. Plan, prepare and present water/wastewater rate recommendations.
- Review discharge strength and develop appropriate rates for industrial customers.
- Respond to water/wastewater rate surveys and inquiries from various agencies, consulting firms and individuals, as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible administrative or program management experience preferably in a public agency.

Training:

Equivalent to completion of a Bachelor's degree from an accredited college or university with multidisciplinary course work in public administration, business administration, economics, natural resource management, civil engineering, or related fields. Master's degree preferred.

Licenses/Certifications:

May require possession of, or ability to obtain, an appropriate valid Arizona drivers' license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 0406

Salary Range: 47

Compensation Plan: P40/Regular

FLSA: Exempt